

G062 June 2011

FAQs

Task 1

1. Does the logo design have to be scanned into the computer or are there other ways?

Task 1(a)(ii) requires the logo that has been hand drawn to be scanned into the computer. Task 1(b) requires the hand drawn logo to be created using computer software.

Task 2

1. Can candidates design the newsletter however they want?

Provided they meet the criteria as given by the client, they can design the newsletter however they wish. They must include all information required and follow the specific requirements, such as linked text frames and background images.

2. Should candidates invent the text for the articles?

Yes. Anything related to the topic is acceptable. The design and development, rather than content is being marked.

3. Is there any particular software required or recommended for the task?

Any software which can fulfil the task requirements is fine although the task is more suited to desktop publishing software.

4. Do candidates need to show step by step, the creation of the mail merge?

Candidates need only provide the specific annotated evidence requested in the task. A step by step guide of the mail merge process from beginning to end is not required.

5. What is the top of the newsletter?

This is the area that appears in the heading box at the top of the page – it does not necessarily mean the very top but can be within a few lines. There is a range of information that must appear at the top of the newsletter – this does not all have appear on a single line.

Task 3

1. What should candidates put on each of the pages?

Candidates should ensure that ALL of the information requested in the task is given on the pages.

2. Is a Cascading Style Sheet needed?

Yes; the client has requested that one be used and it should be evidenced where requested in the tasks.

3. The software we use does not support CSS but uses page templates instead are these acceptable?

No they are not. The task specifically requires the use of CSS. If the software that the centre has chosen to use does not allow for the use of CSS then the software is inappropriate. There are three types of CSS – inline, embedded and external. Any of these are acceptable to complete the task.

4. Does the website require complex coding or a back-end database?

There are many ways to meet the criteria of the task. There are many pieces of software which will enable this task to be done requiring no more than AS Level skills. It may also be solved using PHP/ASP coding if this is taught by the centre at AS level and is possible given the ICT setup in the centre. The candidate is not marked on the method used, but the end result.

5. Can the saving and the displaying be completed as two different actions?

No the task specifically asks for a single button that saves the data and then displays it on the confirmation page.

6. My centre does not allow the pupils to save information on the web server – do we have to do the task?

If the network in the centre does not allow the candidates to save the work then the centre must look at alternative ways to complete the task. This may include the provision within the centre of a standalone computer that the candidates can use or the use of external web servers. The task must be completed and evidence provided or marks cannot be awarded.

7. What should the user documentation include?

There are specific requirements laid out in the task which should be included. Candidates should also learn about standard features of user documentation and include these as appropriate too – these can include title page, contents page, purpose of the guide, hardware and software requirements, index, troubleshooting and glossary. Not all features are required for every guide, the candidate needs to apply their knowledge and understanding of the elements to the guide required by the task.

Task 4

1. Why do row and column headings have to be included?

It is impossible to check if formulas are correct if row and column headings cannot be seen.

2. Must the layout be exactly the same as the table in the task?

The task requirements are for the table to be “set out the same as and uses the data from” – this covers the position of the data items and the formatting. Different font and font sizes can be used as long as they are reasonably similar to the task.

Task 5

1. What content should the candidates put on the slides?

Candidates should research the kind of information which would be shown on an open evening. Although they are not marked on the content, it should be something sensible and appropriate.

2. I don't understand the difference between 5c(i) and 5c(ii), can you advise?

Updated, 25 November 2010

5c(i) is asking for evidence of how the sound file was created and meets the requirements in terms of length, fading etc. This can be shown from within the sound package.

5c(ii) is asking for evidence of how the sound file was inserted into the presentation to meet the requirements of Miss Fisher. The evidence for this should come from the presentation software.

Task 6

1. What is meant by copy?

Each book record has a number of physical books that can be taken out. The records of these physical books are called copies.

2. Can the contents of the files provided (Book.txt , Copy.txt , Student.txt, Term date.txt and Loan.txt) be modified or amended to create a working solution?

Yes - The task states that "Mrs Reid has been informed that the database needs to be normalised and appropriate primary keys and foreign keys will need to be created for all tables." If the candidate feels that it is appropriate to change the structure of the data given as part of the normalisation process (and normalisation would normally lead to some changes to the data structure) then this would be acceptable.